

JOB POSTING ~ Part-time Music Director/Organist

St. Mary of the Assumption Parish in Dedham, Massachusetts is looking for a person with a love for music and the Catholic faith. The Music Director/Organist Position would be part-time (approximately 20 hours a week). Base salary with additional stipends for funerals (average 125 annually) and weddings (average 15 annually).

PRINCIPAL RESPONSIBILITIES

1. To play the organ at the following Masses
 - 4:00 p.m. Saturday Evening
 - 9:00 a.m. Sunday Family Mass
 - 11:00 a.m. Sunday Mass
2. Provide music for other special Masses such as First Holy Communion, Holy Days, and Holy Week.
3. To direct the parish adult choir at 11:00 a.m. Sunday Mass and at other designated liturgies and services within reason. To recruit and rehearse adults for this choir.
4. To direct a children's choir for the 9:00 a.m. Sunday Family Mass. To recruit and rehearse children for this choir.
5. To be fully responsible for the selection and preparation of worship aides, and working with the cantors and encouraging congregational singing.
6. To play at all weddings and funerals (unless families request otherwise).
 - 7.1: To secure substitute organists when necessary by reason of vacation, illness, or previously scheduled Masses.
 - 7.2: To assist engaged couples in choosing their music for their wedding ceremony/Mass.
 - 7.3: To make final decisions on all requests for special music at weddings and funerals.
7. To assist the Parish Religious Education personnel with selecting Music suitable for special Family/Children's Masses.
8. To be responsible for the purchase of all necessary music and music supplies, and the hiring and rehearsing of instrumental and vocal soloists for special Masses as deemed appropriate; all with the pastor's approval and within budgetary constraints.
9. To secure needed copyright permissions in conformity with copyright laws and regulations governing the reproduction of printed material for programs.
10. To be updated professionally by attending local workshops and appropriate conventions with compensation from the parish.
11. To perform other related duties as needed and/or requested by the pastor, within reason, given directors time limitations.
12. To be responsible for the oversight of the annual maintenance of the organ and pianos, which entails scheduling the days for this to occur.

SPECIFICATIONS/QUALIFICATIONS

1. Bachelor's degree in music or AGO certification (with training in choral organization and administration preferred). Or equivalent life experience.
2. Efficiency in piano and organ.
3. Knowledge of the Church's tradition of sacred music, liturgical services and special functions of the Roman Catholic Church; knowledge of current church documents on liturgical music.
4. Experience as a team member in working with plans and development of church music programs helpful.
5. Possesses clear communication skills with varying age groups
6. Experience in directing and conducting church music

Please send resume and cover letter to wbelschner@stmarysdedham.com